

## Academic Senate Summary for March 5, 2020

Voting Members					
Senate President	Rebecca Eikey	X	Learning Resources Senator	Ron Karlin	X
Vice President	Jason Burgdorfer	X	Personal & Professional Learning Senator	Garrett Rieck	X
Immediate Past President	VACANT		At Large Senator	VACANT	A
Curriculum Chair	Lisa Hooper	X	At Large Senator	Jennifer Paris	X
Policy Review Chair	David Andrus	X	At Large Senator	Erica Seubert	X
AT Senator	Regina Blasberg	A	At Large Senator	David Brill	X
MSHP Senator	Sab Matsumoto	X	At Large Senator	Mary Corbett	A
VAPA Senator	Wendy Brill-Wynkoop (via Zoom)	X	At Large Senator	Benjamin Riveira	X
Student Services Senator	Erika Torgeson	X	Adjunct Senator	Jessica Small	X
Humanities Senator	Marco Llaguno	X	Adjunct Senator	Carly Perl	X
Kinesiology/Athletics Senator	Philip Marcellin	X	Adjunct Senator	Aaron Silverman	X
SBS Senator	Rebecca Shepherd	X	X= Present	A= Absent	
Business Senator	Gary Collis	X			

Non-voting Members	
Joe Gerda	A
Marilyn Jimenez	X
Dan Portillo (Warren Heaton AFT Rep)	X
Dr. Wilding	A

Guest			
Tara Williams	X	Gary Quire	X
Kelly Burke	X	Julie Hovden	X
Daylene Meuschke	X	Jasmine Ruys	X
Aivee Ortega	X	Paul Wickline	X
Michael Monsour	X	Tara Williams	X
Ambika Silva	X		

### A. Routine Matters

1. Call to order: 3:03 pm
2. Public Comment:
  - There was a questions regarding what the college is doing to prepare for an emergency incident such as a Covet-19 outbreak. President addressed this questions in the President Report.
3. Approval of the Agenda
  - Motion to approve the agenda by Gary Collis, seconded by Lisa Hooper. Unanimous. Approved.
4. Committee Appointments:

- Commencement Committee, Rebecca Shepherd, Michael Leach & Dora Lozano
    - Correction will be made to include Nicole Faudree as part of this committee.
  - Selection Committees (pg. 3)
5. Approval of the Consent Calendar
- Motion to adopt the consent calendar by David Brill, seconded by Gary Collis.  
Unanimous. Approved.

Academic Senate Summary, Feb. 20, 2020 (pg. 4-11 )	<a href="#">Curriculum Committee Summary, Feb. 27, 2020</a> (pg. 12-16 )
Program Viability Committee Summary, Feb. 20, 2020 (pg. 17-21)	Senate Executive Committee Summary, Feb. 25, 2020 (pg. 22)
CASL Recommendation for Senate to Consider (pg. 23)	CCIE Institutional Grant Proposal, Jia-Yi Cheng-Levin (pg. 37-41)

## B. Reports (7 minutes allocated for each report)

*These are informational items no discussion or action will be taken. However, clarification questions are welcomed.*

1. Academic Senate Presidents Report, Rebecca Eikey
  - Dreamers Together Taskforce update: President thanked the Dreamer's Taskforce Committee members for finding the "Immigrants rising" resource binder. Through Jasmine Ruys support there are copies of these binders in strategic locations around campus. One copy will be located in BONH-3300 Faculty Conference room so that faculty and staff can have access.
  - Commencement Committee Update: President wants to assert faculty participation on the Commencement committee and that faculty have been contacted regarding their availability. President is open to bringing back information regarding the college's 50<sup>th</sup> Anniversary celebration and the pre-ceremony time block in which students will be sitting in the visitor's station area. There will be about 40 minutes of downtime. There appears to be an expectation that only faculty can communicate with faculty relating to commencement planning. There appears to be defensiveness and resistance with including the faculty voice in the commencement planning. There was a suggestion made to communicate to all students, in advance, the day, time and location of the commencement. However, no response was received.
  - Update on Emergency Training Operations Plans: A copy of the district binder relating to emergency preparedness will be kept in BONH-330. The binder includes how to address a flu or viral pandemic. The training was for the Board of Trustees and the Executive Cabinet Members including, David Andrus and Rebecca Eikey. Federal funds to help support a disaster emergency on campus are available for the institution. There was a meeting which took place regarding how to address a Corona Virus outbreak and what the college would need to do to respond. A message was sent out to the Academic Senate President List Serve regarding what other Senates around the state are doing to prepare for the prospect of the virus. How would it impact our instructional ability? What this would mean for courses? And what would this mean for faculty and staff? There will be five workgroups which will start to convene in particular areas such as:
    - **Communication Group**, PIO may be the main member of this committee.
    - **Liaison Group**, will address nursing students working at local hospitals, high school partners, prison, local business, etc.

- **Facilities Group**, will address what the college is doing to make sure there is soap, hand sanitizer and possibly increase in staffing to clean.
- **Staffing Group**, will deal with HR issues, such as what if faculty or staff are sick, will substitutes be provided? How will time off be dealt with?
- **Instructional Group**, what will be the instructional impact if the college has to be closed down and/or people are quarantined for 14 days. Across the state, all campuses are in the discussion phase. There is some discussion about moving all classes to Distance Education (DE) modality, however, what about faculty which have not been approved through the DE process? How will class time be made up? How will grades be submitted? The State Chancellor's Office is aware of these questions but direction has not been provided yet.
- An Emergency Senate meeting may be needed if a process is drafted and there is a proposal to move classes to a DE modality. Some local high schools have proposed this idea in which classes will be held via zoom if classes are closed. It is in the Senate prelude to be involved in this decision making. It was brought up that the Student Health Center would be one of the main focal points for student questions. It was stated that the State Chancellors office may not be who solely makes the decisions on the campuses behalf but it could be the Centers for Disease Control (CDC) or Los Angeles County. There was a question regarding at what point will the operation plan be put into practice?

## 2. Personal & Professional Learning Committee, Garrett Rieck

- This school is now referred to as the School of Personal and Professional Learning (PPL) as of last year. As of spring 2018, before a full-time faculty member was hired, there were 28 total non-credit courses and 11 certificates. There are now 116 active non-credit classes and over 30 certificates. In the last two years, student have earned over 800 certificates of completion and competency. There has been much growth, student success and business partnerships. In regards, to CAWT computer courses and career skills courses there have been some business which have requested sections. Instructors have been brought over to their place of business to teach in Customer Services, Time Management & Business Writing. Business partnerships include AMS fulfillment (a miniature version of Amazon that hires individuals with disabilities), Chic-Filet (which was remodeling their location and sent over all of their employees to take the Career Skills courses), others includes Cardinal Health, LAPD and Canyon Country Senior Apartments. Courses are now being offered for older Adult Senior classes. There may also be partnership soon with the Senior Center. More marketing will take place. There may be a sub-committee to the Curriculum Committee to focus solely on non-credit curriculum. There is a backlog of courses which have been sitting for over a year and are waiting for review. This is of no fault the Curriculum Committee as much work has been done to get courses through Curriculum, however even with holding special meetings there is still a backlog. There was a question regarding if there are plans to add PPL faculty? As it is currently 100% adjunct. There are some full-time faculty teaching the Career Skills program from both Counseling and Business. There are no plans to hire any full-time faculty. It was clarified that the non-credit full-time positions does not count in the FON as other credit instructors. There are some courses in non-credit which are

funded at a higher rate. If instructors are teaching both credit and non-credit student's office hours need to be address for both groups.

3. Guided Pathways Liaison Report, Tara Williams (pg. 24-27)

- **Program MAPS:** Based on Mapping work that Erika and others counselors worked on last semester a list of Program MAPS was put together. Tara and Garrett have been working on this list since winter 2020 and the list is sorted as in progress, almost finished, or not started. The list has gone through Curriculum. The next step is to work on the next list of MAPS. There was an announcement that if anyone has not had a chance to submit their program MAPS, needs help or has questions to get in touch with both Garrett and Tara.
- **Canyons Connects:** Michelle LaBrie will attend a Senate meeting in April and present a report. An email was sent out with Student surveys this week.
- **Data Coaches:** There is a field trip planned for Santa Monica College in April. This college has a great program defined and they are willing to share their slides.
- **Student Success Team Pilot Program:** This program is being attempted for the fall and will focus on the disproportionately impacted students. Work will be done with the African American/Black Alliances group.
- **SOAA:** Work has been done so this becomes the operational plan in E12 Committee and the College Planning Team. Faculty feedback is welcomed.
- **Tiny House Project:** In terms of the Student Success Team there is an idea being proposed for Tiny house. There currently exist a Tiny House up north that may be donated to the College. This would be a mobile student success center. The Tiny House contains solar panels. There is work being done with both the Interior Design and Construction departments to help with building a Tiny House and having students help building as well.

### C. Action Items

Below are a list of items that the Senate will take action on. Discussion is welcomed by all attendees.

1. BP 4030 & AP 4030 Academic Freedom, David Andrus & Gary Collis (pg. 28-32)
  - Revisions were made based on the last meeting. Once this policy is adopted it will prompt the creation of an Academic Freedom standing committee. This committee will take effect next fall. Gary Collis confirmed he will be chairing this committee.
  - Motion to adopt this policy by Aaron Silverman, seconded by David Andrus. Unanimous. Approved.
2. CAGP 2020-2022 & Cost Estimates, Paul Wickline (pg. 33-36)
  - The cost estimates have been included in the summary outlining what those costs would be to participate in the CAGP even though there are no required fees. The summary was broken down into six essential parts. The framework for Guided Pathways is set however, there are certain elements such as Academic Program Maps which is a foundational piece. How a college develops these is dependent on the culture of the college. It was clarified that those colleges which participated in the CAGP 2020 were seen as having an advantage around the state in terms of grant funds and resources. There are other colleges which

are in the lead with Guided Pathways as they were part of the National Model prior to the CAGP 2020 starting. There are additional resources from the state due to grant funds and those are being applied towards Guided Pathways ASCCC and the Vision for Success. There are also additional networked resources as opposed to three years ago.

- The team recognized the concerns with thoughts that by not participating the college would lose momentum or that these projects would no longer be areas of concern. There was much accomplishment which came about from this work, however, to ensure processes are implemented correctly, the college does not want to get off track by taking on too much. There is a larger project with Accreditation, Student Success Teams and Canyons Connects which also need to take place and will require much commitment and effort. The work on building out the operational plan will be continued in IE2. The suggestion is to stop going to the institutes and collecting more processes which will then need to be implemented. In order to assess where the college is the SOAA plan is being taken and turned into an operational plan thus creating the college's accountability piece. It was clarified that the CAGP 2020 is only an additional training and does not stop the work with Guided Pathways.
- Motion in the affirmative to extended participation in CAGP 2020 project. It was clarified that a "yes" vote is to extend participation and "no" vote would be to not apply and extend.
- **Voting results:** 9 "yes" votes, 7 "no" votes, 3 "abstained" votes and 2 absent. Abstained votes are **NOT** counted as "no" votes, therefore motion **passed**.

Yes Votes		No Votes		Abstained		Absent
Jason Burgdorfer	Yes	David Andrus	No	Lisa Hooper	Abstained	Regina Blasberg
Ron Karlin	Yes	Sab Matsumoto	No	Garrett Rieck	Abstained	Mary Corbett
Erica Seubert	Yes	Philip Marcellin	No	Jennifer Paris	Abstained	
David Brill	Yes	Rebecca Shepherd	No	Rebecca Eikey	Abstained	
Wendy Brill-Wynkoop	Yes	Benjamin Riveira	No			
Erika Torgeson	Yes	Aaron Silverman	No			
Marco Llaguno	Yes	Gary Collis	No			
Jessica Small	Yes					
Carly Perl	Yes					
<b>Totals</b>	<b>9</b>		<b>7</b>		<b>4</b>	<b>2</b>

3. [Guided Pathways Scale of Adoption Assessment \(SOAA\) Final](#) & SOAA Summary Document, Paul Wickline, Jasmine Ruys & Tara Williams (pg. 42-48)
  - The Guided Pathways Steering Committee looked at the obstacles and reviewed for any gaps. OER, ZTC and CETL information was included. This documents will be incorporated into the

operational plan in EI2 and continue the momentum. The work will be prioritized in various work groups. The retreat in June will be open to anyone. This document part of a iterative process.

- Motion to adopt SOAA Summary by Aaron Silverman, seconded by Erika Torgeson. Unanimous. Approved.
- 4. Election Results: Academic Senate President-elect, David Andrus and Vice President-elect, Lisa Hooper, 2 year term begin July 1, 2020.
  - Motion to adopt the Election Results by Gary Collis, seconded by Sab Matsumoto. Unanimous. Approved. Lisa Hooper and David Andrus Abstained.

#### **D. Discussion**

*Below are items that the Senate will discuss and no action will be taken. Discussion is welcomed by all attendees.*

1. [Academic Calendar, Survey Discussion](#), Jason Burgdorfer
  - There were two versions, one to continue with the same version, versus the proposed modification to add a fall break half way through the fall semester. In other words there proposal is to have 8 weeks of instruction then a fall break and then another 8 weeks of instruction. In addition, the proposal is to move FLEX week to fall and spring breaks. Students were in favor of the proposed calendar change, administration and classified were split and faculty were overwhelming opposed. More research needs to be done to help understand why faculty vote no. On calendar option A, FLEX week is moved to spring and fall break. This change would be beneficial for adjuncts due to 20% of adjuncts living on public assistance and relying on unemployment during the breaks. Adjuncts also cannot participate in FLEX week at the beginning of the fall semester due to this ending unemployment for them. There are many adjuncts which only teach at COC and not at other schools. There were several town hall meetings held last semester and one main questions was why is the same calendar being rolled over and should discussion take place regarding alternative models. It was stated that students choosing a fall break was a foreseeable outcome of the survey. Most STEM student did not participate in the survey. Studies show 8 weeks has been shown to be the best for student success. Any questions regarding FLEX are a bargaining issue for full-time faculty and should be pulled from this discussion. For many STEM students who are at 18 units adding another week would put them over and the students would need to petition. There is concern that if fall breaks don't align with the K-12 school system this can create many issues. Based on the survey results there are many questions that will need research. The Academic Calendar Committee will meet again to determine how to reconcile the division.
2. BP 4240 Academic Renewal, David Andrus (pg. 49-50)
  - The Academic Renewal Local Comparison document was shared.
  - This policy was forwarded to the policy committee from the Counselors. This policy allows students several opportunities to remove sub-standard coursework from their transcripts. This process serves various populations of students. Under 4240.1 of the BP language was added to ensure the process is as fair and equitable as possible. The purpose of this process is to demonstrate that the most recent students' academic work does not reflect the student's prior history. Sub-standards grades will still appear on the transcript but they will not be calculated towards the GPA. There will also appear a legible notation on the transcript with an explanation. COC tends to be the strictest with this process. There are also current students who have to wait 3 years before they can begin the Academic Renewal process and who are getting ready to transfer. Excused Withdrawals (EW) and Military Withdrawals (MW) are part of the grades but are not mentioned in policy. There was a request to include a definition of sub-standard grades

in the policy. This item will return as an “Action.”

3. Add Procedures, Considerations for Student Success and Adherence to NO SHOW policies;  
“When should open classes close?” Sab Matsumoto (pg. 51)

- The main concern is that if a section stays open a student can add without speaking with their instructor. The student would have already missed several sessions of class. Student are dropped on the first day if they are absent. There is also a concern with reaching the maximum amount of students enrolled before the beginning of the semester and then closing the section. Student are dropped if they are no show but the section remains closed and student cannot add without speaking with the instructor. Should all sections be closed at the beginning of the semester so all student have to speak with their instructor to add? This used to be the practice about 10 years ago. There was a question regarding if classes were closed on the first day of class if this would discourage students from enrolling later during that first week of the semester? There is a strong coloration between students who register early and pass and those who register later and fail. There is also an issue with the rosters do not show the date the student added. It was also expressed that options should be provided for students in the event that other classes get cancelled. There is also the issue with students being given an add code and then not enrolling due to financial issues.
- There will be a need to put together an Ad-Hoc committee who can work with Academic Affairs to work out these issues. A proposal can be worked out to bring forward to Senate of when the close date should be.

#### **E. Unfinished Business**

*Below is a list of items that can be discussed for a future date.*

1. Senator Responsibilities and Communication, Rebecca Eikey

#### **F. New Future Business**

*Request to place an item for a future agenda is welcomed. Below is a list of topics that will be discussed at a future business date.*

#### **G. In Committee**

*Here is a list of policies that the Policy Review Committee is working on in the event someone would like to attend.*

*Please contact [David Andrus](#) if you would like to be informed when one of the specific items below will be discussed in committee. Policy Review meets every Thursday from 2:00 – 3:00 pm in BONH 248*

<b>Existing Policies:</b>
<a href="#">BP 4030</a> & <a href="#">AP 4030 Academic Freedom (Back in Committee per CPC)</a>
<a href="#">BP 4240 Academic Renewal</a>
<a href="#">BP 4233</a> & <a href="#">AP 4233 Attendance</a>
<a href="#">BP 4300</a> & <a href="#">AP 4300 Field Trip and Excursions-Update to title only</a>
<a href="#">BP 534 Field Trips and Excursions-Repeal</a>
<a href="#">BP 7120</a> & <a href="#">AP 7120 Recruitment and Selection</a>
Student Conduct (Phase 2 - <a href="#">BPs 5529 Student Conduct</a> , <a href="#">BP 5530 Disciplinary Action</a> & <a href="#">5531 Due Process – Student Disciplinary Action</a> )
<a href="#">BP 6700</a> & <a href="#">AP 6700 – Civic Center and Other Facility Use</a>
<a href="#">BP 7250</a> & <a href="#">AP 7250 Administrative Retreat Rights</a>
<b><a href="#">New Policies:</a></b>
<a href="#">BP 3535</a> & <a href="#">AP 3535 Camera Policy (new policy)</a>

BP 3725 & AP 3725 Information & Communication Technology Accessibility & Acceptable Use ( <i>new policy</i> )
BP & AP 4231 Digital Badging ( <i>new policy</i> )
<a href="#">BP 5517 &amp; AP 5517 Student Clubs, Organizations, Extracurricular Activities &amp; Travel</a> ( <i>new policy</i> )
BP & AP Covering Substitute Teachers ( <i>new policy</i> )
BP & AP Freedom of Speech, Harassment ( <i>new Policy</i> ) <ul style="list-style-type: none"> <li>• <a href="#">BP 528 Student Rights to Expressive Activities</a></li> <li>• <a href="#">BP 804 Distribution of Publications and Other Duplicated Material by Non-Students and Non-Student Groups</a></li> <li>• <a href="#">BP 808 Non Student Speakers</a></li> </ul>

#### H. Announcements

- Next Academic Senate Meetings March 19<sup>th</sup>, April 2<sup>nd</sup>, April 23<sup>rd</sup>, May 7<sup>th</sup> & May 21
- [ASCCC 2020 Spring Plenary Session, April 16-18](#), Oakland Marriott City Center
- [ASCCC Career and Noncredit Institute, April 30<sup>th</sup> – May 2<sup>nd</sup>](#), San Mateo Marriott – SF Airport
- [2020 Faculty Leadership Institute, June 18<sup>th</sup> – June 20<sup>th</sup>](#), Marriott Newport Beach
- [2020 Curriculum Institute, June 8, 2020 to July 11, 2020](#), Riverside Convention Center
- Academic Senate Elections for School Senators, Department Chairs and Curriculum Committee Members, 2 year term to be held 7/1/20-6/30/22. Adjunct Senator positions, 1 year term to be held 7/1/20-6/30/21.
  - Note: The nomination period for Senate School/Division positions & Vacant At-Large Senator position will run through 3/2/2020 to 3/13/2020, closing at 5:00 pm on Friday, 3/13/2020. Election Committee plans tentatively to stagger elections every 2 weeks.

#### I. Adjournment: 5:05pm